

## 18.110 DIVISION RECOGNITION

### **Reference:**

Standards Manual 26.1.4

### **Purpose:**

Establish a procedure in which division members, citizens, groups, or agencies may bring a member's outstanding performance to the division's attention.

Bring special recognition to police officers who suffer a gunshot wound from hostile action in the line of duty.

Establish a central awards nomination system so division members have equal exposure for recognition of outstanding achievement.

Ensure complete and accurate listings of commendations and award nominations.

### **Procedure:**

#### A. Commendation From the Police Chief:

1. When a division member performs in an exceptional manner, the district/section/unit commander will prepare, for the Police Chief's signature, a letter of commendation detailing the incident.
2. Upon approval the Police Chief's Office will:
  - a. Return the original letter of commendation through the bureau commander to the affected district/section/unit commander.
  - 1) A supervisor will read the letter at roll call and give it to the member.
  - 2) A notation will be made in the Commendations section of the member's Personnel Information Sheet.

- b. Forward one copy to PIO (Public Information Office) for its Central Awards file.
    - 1) PIO will review for possible media release.
  - c. Forward a copy to Personnel Section for noting on Page 11-1 of the member's original Personnel Jacket.
3. When the incident involves more than one member, prepare separate letters for each member involved.
- B. Citation for Personal Sacrifice:
- 1. When a sworn division member is wounded by gunfire resulting from the criminal action of another person, the district/section/unit commander will prepare a Form 17 to the Police Chief detailing the incident.
    - a. The Police Chief determines eligibility for the Citation for Personal Sacrifice.
  - 2. After review and approval, the Police Chief's Office will forward the Form 17 to PIO for coordination of the awards program on Police Memorial Day. PIO will:
    - a. Compile a list of candidates 14 days before Police Memorial Day.
    - b. Notify candidates to be present for the award.
    - c. Prepare a news release.
  - 3. A notation will be made on Page 11-1 of the recipient's original Personnel Jacket and Personnel Information Sheet. PIO will maintain the original Form 17 in a separate file.
  - 4. The Citation for Personal Sacrifice is a scarlet ribbon with a gold 1-3/8" x 3/8" border.
    - a. Recipients will wear the ribbon centered directly above the right blouse pocket.

- b. A framed certificate signed by the Police Chief will accompany the ribbon when awarded.

C. Bureau/District/Section/Unit Citation:

1. When a bureau/district/section/unit commander feels a division member performed in a manner that should be commended, the commander will prepare a Form 17 detailing the incident.
2. Any division member may request a citation for another member. Prepare a Form 17 to the affected member's bureau/district/section/unit commander detailing the incident.
  - a. A supervisor will read the citation at roll call and give it to the member.
    - 1) Make a notation in the Commendations section of the member's Personnel Information Sheet.
  - b. Forward copies to:
    - 1) PIO for its Central Awards file.
      - a) PIO will review for possible media release.
    - 2) Personnel Section for noting on Page 11-1 of the member's original Personnel Jacket.
3. When the incident involves more than one member, prepare separate letters for each member involved.

D. Letter of Recognition:

1. Members who receive a letter of recognition from a citizen or group will forward the original letter to the Police Chief's receptionist for logging and a "Thank You" response prepared in the Police Chief's name.

- a. The Police Chief's receptionist will then forward:
  - 1) The original letter back to the commended officer's district/section/unit.
  - 2) A copy to Personnel Section for notation on Page 11-1 of the commended officer's original Personnel Jacket.
  - 3) A copy to PIO.
    - a) PIO will review for possible media release.
- b. A supervisor will read the letter at roll call and give the commended officer the original for his personal use.
  - 1) Note receipt of the letter in the Commendations section of the member's Personnel Information Sheet.
2. If a member is not identified, send the original letter to the district/section/unit to determine the member's identity. After identifying the member, return the letter to the Police Chief's receptionist. She will write a "Thank You" response and process the letter as above.

E. Certificate of Award:

1. When a citizen or group presents an officer with an award not previously mentioned, the officer will prepare a Form 17 advising his supervisor of all facts.
2. The officer's supervisor will summarize on a Form 17 the facts given by the officer. Distribute copies as follows:
  - a. District/section/unit commander - for a notation in the Commendations section of the commended officer's Personnel Information Sheet.
    - 1) A supervisor will read the award at roll call and give the commended officer the original for his personal use.

b. Personnel Section - for notation on Page 11-1 of the commended officer's original Personnel Jacket.

c. PIO - for Central Awards file

1) PIO will review for possible media release.

F. Central Awards File:

1. PIO will maintain a Central Awards file. Contents will be examined upon an award nomination request.

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